



DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 100-50-17*

JUN 18 2019

POLICIES

Review and Release of Information to the Public

1. **Purpose.** This Instruction prescribes policy and assigns responsibilities for review and release of information to the public. It advises of reviewing officials, provides guidance on clearance requirements, details procedures for submission of information, and advises of the determinations resulting from the review of information.
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Directive 5122.05, Assistant Secretary of Defense for Public Affairs (ATSD(PA)), 7 August 2017; DoD Directive 5230.09, Clearance of DoD Information for Public Release, 22 August 2008, as amended; and DoD Instruction 5230.29, Security and Policy Review of DoD Information for Public Release, 13 August 2014, as amended.
4. **Policy.** Security and policy reviews will be conducted on all official Agency information intended for public release in any form or medium that pertains to military matters or national security issues, is of a business sensitive nature, or is the subject of significant concern to DoD. Situations include contact or anticipated contact with individual reporters or media outlets; speeches or presentations intended for delivery at forums open to the public; information to be posted on Websites or Internet forums with unfiltered public access; displays and demonstrations open to the public; and articles, manuscripts, reports, studies, fact sheets, brochures, videos, or other similar products intended for public release and/or publication.
5. **Responsibilities.**
 - 5.1 **Chief, Office of Strategic Communication and Public Affairs (BDC).** The Chief, BDC, located in the Development and Business Center (DBC), will:
 - 5.1.1 Monitor, direct, integrate, coordinate, and synchronize all of the Agency's strategic communications and public affairs activities.
 - 5.1.2 Conduct an assessment of public engagements as strategic communications opportunities, staff the request with the Office of the General Counsel (OGC), and make a recommendation to support or decline.
 - 5.1.3 Select and prepare command spokesperson(s) and subject matter expert(s) for engagements with the public and media.

5.1.4 Ensure classified or sensitive information is protected and that command priorities, themes, messages, programs, and policies are accurately represented.

5.1.5 Conduct a policy review of official Agency information proposed for public release that is originated by or for DISA, to include information distributed via the Internet, statements intended for open presentation before Congress, and other material submitted to Congress, in accordance with the authority documents.

5.1.6 Respond to requests for public release of information and ensure such material does not contain classified or sensitive unclassified information.

5.1.7 Ensure reviews are conducted of information, in coordination with OGC and as required by subparagraph 7.1. (Information reviews are to include public Websites, printed and audiovisual products and presentations, press releases, fact sheets and responses to media queries that address technology transfer, intellectual property, public release of technical data, sensitive or other information restricted from release by statute and DoD and DISA policies.)

5.1.8 Maintain a suspense and database system on security and policy review requests received by the Public Affairs Office (PAO).

5.1.9 Expedite staffing at all levels to ensure publication deadlines, speaking dates, and other valid deadlines are met.

5.1.10 Review for accuracy and propriety and approve all informational materials for printed distribution throughout the Agency (or to more than one directorate or office) and to external groups or organizations. (This does not include materials or products distributed internally within a directorate or office.)

5.1.11 Serve as the Agency's focal point for its public Website and for all printed and video products intended for distribution inside and outside the Agency.

5.1.12 Ensure the public Website and all printed and audiovisual products are consistent in message, format, and style and that they reinforce the Agency "brand" and "speaking with one voice."

5.1.13 Ensure all content for the public Website; printed and audiovisual products for the Agency, external audiences, or media; and presentations for delivery to external audiences is approved for public release prior to production, release, and/or presentation by PAO.

5.1.14 Release press materials, fact sheets, and responses to media queries after appropriate review and approval.

6. Directors, Executives, Commanders, and Chiefs of Major Organizational Elements.
These individuals will:

6.1 Ensure all official DISA information intended for public release that pertains to military matters or national security issues, is of a business sensitive nature, or is a subject of significant concern to the Agency or DoD is reviewed within the organization before forwarding to PAO.

6.2 Ensure any information intended for dissemination outside DISA is properly staffed within the Agency. (Staffing is to include the Public Affairs Office (PAO); General Counsel (GC); Procurement Services Directorate (PSD)/Defense Information Technology Contracting Organization (DITCO); Security Division (MP6) Security Programs and Oversight Branch (MP61); and Foreign Disclosure Office (FDO), as appropriate.)

6.3 Implement technical security practices, as well as procedures, to ensure information distributed via the Internet is consistent with the policy and communications strategies of DISA and DoD, when operating an official Website.

6.4 Apply necessary controls to ensure information that is not for public release and is shared between the Agency and non-DoD entities is distributed and maintained only by the authorized parties.

6.5 Coordinate with the GC and FDO to determine appropriate controls when conducting information sharing with non-DISA, non-DoD, and/or foreign entities, especially when the information is not authorized or intended for public release.

6.6 Ensure an employee who is contacted by the public or media representatives directs those individuals to PAO or the designated representative without comment. (Interviews will not be granted until PAO has evaluated the appropriateness and determined the scope of the interview.)

6.7 Ensure an employee invited to speak at a conference or to an external audience submits a request to PAO for review before accepting. (After the speaking engagement is approved at the organizational level, the speaker is to submit the presentation to PAO for review and approval at least 10 calendar days prior to the event. [Refer to paragraph 9 for details on submitting the presentation for review.]

6.8 Ensure compliance with this Instruction and issue any guidance necessary for the internal administration of the requirements prescribed in paragraph 8.

7. Reviewing Officials.

7.1 **General Counsel (GC).** The GC will provide advice on the legality and propriety of releasing and denying release of information under the Freedom of Information Act (FOIA) and other statutes, regulations, and policies.

7.2 Director, Procurement Services Directorate (PSD)/Director, Defense Information Technology Contracting Organization (DITCO). The Director, PSD/Director, DITCO, will review requests for public release of information related to contracts and procurements to ensure compliance with applicable laws and regulations and to protect DISA and DoD rights, interests, and business sensitive information.

7.3 Chief, Security Programs and Oversight (MP61). The Chief, MP61, located in the Security Division (MP6), will conduct first-line operations security reviews to ensure official information intended for public release does not contain information that, when compiled, would give our adversaries the means to identify our intentions, capabilities, activities, limitations, or vulnerabilities.

7.4 Foreign Disclosure Officer (FDO). The FDO will review requests for public release of information that will be disseminated to foreign audiences or audiences comprised of foreign nationals to ensure official information does not contain information that would give foreign entities a means to identify DISA's processes, capabilities, limitations, or vulnerabilities.

8. Clearance Requirements Criteria. Official DISA information proposed for public release will be submitted to PAO for review and approval if the document or presentation contains information that includes one of the following criteria. (Refer to paragraph 9 for details on submitting the information for review.)

8.1 Is or has the potential to become an item of national or international interest.

8.2 Affects or concerns national security policy or foreign relations.

8.3 Concerns or includes a subject of potential controversy among DISA or its subordinate activities, contractor information that may be considered proprietary or business sensitive, or DISA information that may be procurement or acquisition sensitive.

8.4 Is presented by a DISA employee who by virtue of rank, position, or expertise would be considered an official DISA or DoD spokesperson.

8.5 Contains technical data including contractor proprietary information, intellectual property data developed under contract, or independently developed and controlled that may be either (1) subject to restricted access by the terms of the agreement with DISA or (2) militarily critical and subject to limited distribution, but on which a distribution determination has not been made or which pertains to technology transfer or which deals with any of the following subjects or is exempt from release under statutory and/or policy authorities.

8.5.1 Doctrine, concept development, operations, training, material, leadership, personnel, or facilities-change recommendations.

8.5.2 Military experiments, joint training events, operations, and operations security.

8.5.3 National Command Authorities; command, control, communications, computers, and intelligence; information operations; and computer security.

8.5.4 Any other topic designated by the Director, DISA, or a DoD Component.

9. Submission for Review. Only complete and final versions of material proposed for public release will be submitted for review. Notes, outlines, or drafts will not be submitted as a substitute for the final version.

9.1 Information is to first be coordinated within the originating organization to ensure it accurately reflects Agency policy or position, is appropriate for release, and does not contain classified information. (Additional reviews are to be coordinated with other command offices, as applicable, when information relates to another directorate[s].)

9.2 After organizational-level coordination is accomplished, the information is to be submitted to PAO for review and approval at least 2 weeks prior to date of requirement for release. (Documents should be submitted to the Document Review Portal via the Defense Enterprise Portal Systems (DEPS) on the Office of Strategic Communication and Public Affairs Website at <https://disa.deps.mil/org/BDC/default.aspx>. Upon accessing the site, scroll down to "Quick Links" and select "Request Document Review." [Specific directions are provided based on the audience for which the information is intended.]

10. Determinations Resulting from the Review of Information. Information reviewed for public release clearance will result in one of the following determinations:

10.1 Cleared for Public Release. The information may be released without restriction by the originating official. The PAO may require a disclaimer to accompany the information as follows: "The views expressed are those of the author and do not reflect the official policy or position of the Defense Information Systems Agency, the Department of Defense, or the U.S. Government."

10.2 Cleared "as Amended" for Public Release. Amendments are binding on the submitter. When possible, alternative wording is provided to substitute for deleted material. Occasionally, wording will be included that will be added to the text prior to public release. A disclaimer, as stated in subparagraph 10.1, may also be required.

10.3 Not Cleared for Public Release. The information submitted for review may not be released outside of DoD. A disclaimer should be added to the document specifying that it is not approved for public release to avoid inadvertent release.

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Chief of Staff

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